

ATTORNEY -- Quick Reference Guide**Multi-Part Document**

Step	Action
1	Click on <u>Bankruptcy</u> hyperlink
2	Click <u>Motions/Applications</u>
3	Enter the case number - click NEXT
4	Click to highlight the first event from the event type list, hold the Control Key , scroll and highlight the next event - click NEXT i.e. Motion for Relief from Stay and Adequate Protection
5	At the Joint Filing with Other Attorney(s) Screen - click NEXT
6	Select the party who is filing the motion by highlighting their name. - click NEXT NOTE: If your party is not listed: <ul style="list-style-type: none"> ⌘ click <u>Add/Create New Party</u> - enter search criteria, click Search ⌘ if the party's name appears: <ul style="list-style-type: none"> ⌘ highlight and click [select name from list] ⌘ NOTE: Be sure to identify appropriate role type code, click Submit ⌘ if the party's name does not appear: <ul style="list-style-type: none"> ⌘ click <u>Add New Party</u> button ⌘ complete information for party ⌘ NOTE: Be sure to identify appropriate role type code, click Submit ⌘ Select the party filer - click NEXT ⌘ The Attorney/Party Association screen will appear if a new party was added to the case. ⌘ Check the box to make an attorney/party association if applicable - click NEXT
7	Enter hearing date, time and location Enter the Objection Date obtained from the calendar clerk If this is a consented to motion do not fill in the hearing information. Click NEXT
8	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and verify the document you wish to attach to this entry.
9	Click Attachments to Document default option to Yes to attach the Proposed Order - click NEXT

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10	Click BROWSE on the select one or more attachments Screen to launch the Adobe Acrobat Reader. Locate and Verify the order you wish to attach. Under Type - select Proposed Order Click Add To List Click NEXT
11	If the pleading being filed requires a fee the Fee Information screen displays, Enter CC credit card payment or O for other payment. Click NEXT
12	At Docket Text: Modify as Appropriate Screen, verify text and enter a prefix or additional text if needed - click NEXT
13	Verify AGAIN that the Final Docket Text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event
14	The Notice of Electronic Filing screen appears and your transaction is complete